

**MINUTES OF THE MEETING OF THE
EDINBURGH PRIMARY SCHOOL GOVERNING BODY
HELD ON 8 JULY 2025 AT 5.00PM AT THE SCHOOL**

Present: Moronke Olubobokun (Chair) (Co-opted Governor)

Co-opted Governors:

Ms. Holly Midwinter
Miss Tarlochan Ghale

Headteacher:

Miss Ellie Green

Parent Governors:

Ms. Fiona Fairmaner
Ms. Tracey Goddard

Staff Governor:

Mr. Andrew Cherry

Clerk to the Governors: Mrs. Pauline Dorney

Also Present: Ms. Annette House (School Business Manager)
Mrs. Mary Jarrett (Head of Education – LBWF)

Summary of Agreements/Actions identified:

Ref. No:	Formal Agreements/Actions identified:	Named person(s) for actions identified:	Completed By:
2.3	Amended standing declaration for Tracey Goddard	Governor Services	ASAP
9.10	Submission of amended SFVS to the Local Authority Asset Register and Stock Taking Certificate Health & Safety and FRA Report Finance Audit Report Contracts Register 18 March 2025 Audit of School's Website	AGREED AGREED AGREED AGREED AGREED	
12.1	Monitor Provision for Pupils with Special Educational Needs and Disabilities (NGA)	Agenda item	Next Meeting
15	Draft Annual Governance Statement	Agenda item	Next Meeting
20	Date of Next Meeting: 7 October 2025 5pm		

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the Meeting this evening.

1.2 Apologies for Absence were received from Mr. A. Beg and accepted.
It was noted that no Apologies for Absence were received and accepted from Mr. Mohammad Patel.

1.3 There were no Apologies for Absence not accepted.

1.4 The Meeting was quorate.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

2.1 One Confidential Item – reported separately.

3. DECLARATION OF INTERESTS

3.1 Governors were invited to log their Pecuniary Interests on Governor Hub.

3.2 There were no declarations of interest noted regarding the Agenda Items to be discussed at this Meeting.

3.3 Standing Declarations:

- Ms. Tracey Goddard – a member of staff at CAMHS (NELFT)

ACTION: Governor Services to note amended declaration

4. GOVERNING BODY

4.1 The Clerk confirmed membership and there were no current vacancies noted.

4.2 There were no disqualifications noted for non-attendance.

4.3 There were no DBS checks outstanding.

4.4 This item would be checked accordingly.

5. MINUTES

5.1 The Minutes of the Meeting held on the 6 May 2025 were agreed as a true record and the Chair agreed to sign them for retention at the School.

5.2 Matters arising:

5.2.1 The following highlighted Actions had been completed.

Summary of Agreements/Actions Identified:

Ref. No:	Formal Agreements/Actions identified:	Named person(s) for actions identified:	Completed By:
c/f item 18/3/2025	PREVENT Training to be completed by all outstanding Governors.	All outstanding Governors	Needs to be booked in September 2025.
c/f item 18/3/25	Link Governors to arrange a School Visit	All Link Governors	September 2025
c/f item 18/3/25	Link Governors to upload their School Visit Report on to GovernorHub.	All Link Governors	September 2025
4.6	AGREED – Alternative Meeting Options	All Governors	Completed.
11.1	AGREED – Outturn 2024/2025	All Governors	Completed
11.3	AGREED – 2025/2026 Budget	All Governors	Completed
11.5	AGREED – Governor Services SLA 2025/26	All Governors	Completed
11.6	AGREED – Services of the Clerk to continue for 2025/2026	All Governors	Completed
11.7	Financial Risk Register – Governors to peruse document on GovernorHub	All Governors	Working Document
22.1	Update on finding alternative Catering Contract for the School.	Annette House	Ongoing
	Agenda items as noted in Item 21.		Next Meeting 7 October 2025 @ 5pm

At this point Mrs. Mary Jarrett – Head of Education (LBWF) arrived at the Meeting.

Chair's Initials:

Confidential Item – reported separately.

6. CURRICULUM FOCUS

6.1 This item had been covered under Item 7.

7. HEADTEACHER'S REPORT

7.1 The Headteacher referred Governors to her Headteacher's Report. The following points were highlighted:-

7.2 The Headteacher stated that she had attended the Headteacher's Conference recently. Clarification of SEND was provided to Governors for their information. It would be necessary to develop a mindful understanding of SEND and it would be necessary to research the SEND Pupils and remove them from the SEND Register if they were not SEND Pupils. It would be necessary to finely tune the tracking of progress to match it to the School's Provision and maintain a really robust SEND strategy across the School.

In answer to a question there had been a shift in the SEND Register. The SEND Programme the school has is being used within many Schools. Issues can be implemented very quickly. The push is for SEND Pupils being supported within Mainstream Schools and the School has to develop their understanding and management of SEND.

It was noted that there is a process of removing pupils from the SEND Register and that Parents are really closely involved with their child who has had SEND. The School has implemented these changes within the last four weeks. The School requires 'best practice'.

Question:

How do you know the pupils that have extra needs but are not SEND. How do you know that the teachers are managing this?

Answer:

This relates to the planning, learning walks, data testing and ensuring the resources are available for these Pupils.

In answer to a question it was explained that SEND K pupils were on the SEND Register but do not have an EHCP.

7.3 It was noted that this time of year is a very busy time for Staff within the School. However, the children are having a happy time and everyone is focussed. A great deal of positive feedback is being received from the community.

7.4 The Tea time Club restructure is in Consultation which is unsettling at the present time. This was clarified in detail to Governors.

7.5 All staff are focussed and the Parents' Surveys provided a lot of positive comments relating to Teaching and Learning, Standards, Working Together and the changes within the last few months.

7.6 A Staffing update was provided to Governors. A new Year 6 Maths Leader had been appointed on a twelve-month contract.

--

7.7 The SAT's data was shared with Governors and a strategic plan would be produced. It was noted that some of the results were disappointing. The data was explained – some was disappointing.

English Reading	80%
English Grammar, Punctuation and Spelling	77%
Mathematics	63%
English Writing (Teacher Assessment)	93%
Science (Teacher Assessment)	90%
Combined Reading, Maths, Writing	57%

Writing:

Pupils are performing well in Writing, with attainment at the expected standard (EXS) identified as a key strength.

Reading:

Whilst overall reading outcomes were above National levels, some pupils narrowly missed the EXS benchmark and the average scaled score achieved lower than National. Timely targeted interventions were essential, improving fluency and reading stamina will be a focus area moving forward.

Mathematics:

Outcomes were below expectations across all papers. This is a concern and will be a priority area for 2025/2026. A whole-school strategic approach to Maths teaching will be introduced from September 2025, including professional development for staff. The School has proactively engaged with the Maths Hub and HEP to secure leadership and curriculum development support.

Use of Data:

Question-level analysis will be used to identify specific areas within reading and maths where pupil performance is weaker. This will inform targeted teaching and intervention.

Pupil Progress and Monitoring:

A robust and consistent system for data tracking will be in place from the start of the academic year. Regular pupil progress meetings, involving all teaching staff and leaders, will ensure timely and focused interventions.

Leadership and Professional Development:

From September 225, Senior Leaders will actively participate in core subject networks to ensure the school remains aligned with the latest evidence-based pedagogical practices.

Governors noted the KS2 SAT's Results.

7.8 The Professional Development Schedule was shared with Governors.

7.9 With regard to Enrichment, it was noted that the Wellbeing Surveys had been circulated.

7.10 The School Development Plan would be written tomorrow and launched with staff during Inset Day. This document would then be shared with Governors accordingly.

--

Question:

On the School Development Plan what will be the process?

Answer:

Tomorrow we will work on the SEF and the School Development Plan and there will be five or six priorities and Leaders would own their own property. This was explained to Governors and the SDP would be shared with Governors accordingly.

Thanks were conveyed to the Headteacher for her Report.

8. ANNUAL PUPIL PREMIUM REPORT

8.1 This Report had not been completed at the present time.

9. FINANCE

9.1 The Finance Report had previously been circulated to Governors for their perusal.

9.2 SVFS

The LA confirmed the submission of the SFVS and confirmed that it was an excellent submission. The new version had been included for Governors information.

9.3 The Local Authority confirmed that the School provided assurance that the school was working hard on its financial management. There is no response as to whether the school benchmarks the size of its SLT against similar schools?

Governors noted the changes and resubmission.

9.4 Asset register and Stock take certificate.

A copy was provided to Governors printed on the 1 July 2025 for all assets via Every for the 1700 items on record. The School is currently in the process of auditing and disposing of IT equipment with the support of the Joskos technician. Much of the equipment requiring to be disposed of was purchased soon after the school opened. We have newer equipment provided by the DFE soon after COVID so the School will not need to buy chrome books or laptops but some of the iPads are no longer supporting updates so this will be something that the School need to consider in the near future.

A stocktake certificate had been shared with Governors accordingly. The School had not conducted a full asset audit for some time. The School do not have the capacity to undertake a full audit in one go. Every had been contacted to provide this service that they offer to School at a cost.

Governors noted the Stocktake Certificate accordingly.

9.5 School Fund Audit.

The school fund audit has been booked for September with school business services. An update would be provided to Governors once completed after 9 September 2025..

9.6. Themed audit reports

H & S desktop exercise was submitted to the Local Authority on the 1 April 2025. The School have not had any action points.

A fire risk assessment by the Local Authority is being conducted on the 9 July 2025 and an update will follow next term.

Governors noted this action.

9.7 Finance Audit:

The Final Report was shared with Governors dated May 2025. The Final Report had been uploaded on the System to be shared with Governors. The grade is

--

Listed as 'Reasonable Assurance'. There were 6 medium and 10 low risks that we identified during the audit many of which were rectified at the time or since. The areas audited during the visit were:

- Governance: Terms of Reference, decision-making process, oversight of financial management, and School Development Plan
- Income & Banking: Cash and banking records, bank reconciliations, security over cash held on site, and segregation of duties
- Procurement: Tenders and quotations, and authorisation of expenditure
- Budgets & Financial Control: Budget approval and monitoring
- Staffing: Vetting process and controls over payments to staff
- Assets & Security: Physical security, assets' records, and disposal of assets
- Information Security: Security of IT systems and data
- School Fund: Guardianship of the school fund

The medium risk findings were:

- Payroll journals are not reviewed by the Headteacher. (Finding #1) – this has now been rectified and a process in place going forward
- Limited verification of vendor detail changes in Bankers Automated Clearance System (BACS) run reports. (Finding #2) this was an unknown new area of our financial management system; this process is now in place.
- No Formal Contracts and Interview Process for Agency Staff. (Finding #3) we did have a process but it was not recorded, there is a now and interview process in place. Agency staff do not have a formal contract as this exists between the school and the agency and will be added to the contracts register. The school keeps a total of spend for each agency this cost will be reported to governors along with the out-turn at the budget meeting in May and the Q1/2/3 report.
- No Formal Income Records for Fundraising Cash Receipts. (Finding #4) there was a system but not recorded, this has been rectified and a recording system is in place.
- Limited Presentation and Discussion of Contracts Register. (Finding #5) – this is a governor item; the contracts register is presented to governors (18.3.25) but no formal discussions take place. I have added this to the cycle of business so that its formally recorded moving forwards.
- No Leavers Procedure. (Finding #6) we did have a process but only partially documented, this was rectified during the visit.

The report has been uploaded for your comments and includes the low risk actions.

Governors noted this document.

Governors to record contracts register from the 18 March 2025 as agreed.

9.8

Audit of school's website and statutory publication of information- this was conducted by Juniper education during the May half term during the recent transition to an updated website.

The School have uploaded some items that required updating, the School have added a cookie policy which is with the Education Data Protection Officer for comment. We will add the new publication of information when it is received from Governor services at the end of the academic year.

--

9.9 GDPR Audit This was conducted by the Local Authority EDPO on 1 July, the officer was very happy with the data protection processes of the school and this will be reflected in the report that should be with the school in the new term.

9.10 Governors' Actions noted:

- The submission of the amended SFVS to the Local Authority on the 18 June 2025.
- Asset register and Stock take certificate
- Themed audit reports
H & S audit and FRA
- Finance Audit.
- Governors to record contracts register from the 18 March 2025 as agreed.
- Audit of school's website and statutory publication of information

Thanks were conveyed to the Finance Manager for her very informative Report.

10. THEMED AUDIT REPORT

10.1 This item was covered under Item 9 – Finance Report.

11. CHAIR'S ACTION

11.1 The Chair reported that she had arranged the Meeting with Mary Jarrett – Head of Education to visit the Governing Body to explain the future of Edinburgh Primary School.

11.2 The Chair attends monthly meetings with the Headteacher to provide support as and when required.

11.3 The Chair visited the School to conduct a Learning Walk which was very informative.

12. MONITOR PROVISION FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (NGA)

12.1 The Headteacher stated that the SEND data had been uploaded and a Report would be available to Governors in the Autumn Term 2025.

Agenda item

13. GOVERNORS' TRAINING

13.1 It was noted that all Governors were compliant with Safeguarding.

13.2 Governors were invited to attend Training as and when required which should be reported to the Finance Manager.

13.3 It was noted that the School have two Inset Days at the beginning of September 2025 and all Governors were invited to the Safeguarding Training for all Staff and Governors. The SDP would also be reviewed and the priorities would also be identified.

14. LINK GOVERNOR REPORTS INCLUDING SAFEGUARDING REPORT

14.1 It was noted that Holly Midwinter had visited the School on the 17 June 2025 relating to Finance. A Summary was provided to Governors and there were no major concerns noted.

14.2 It was noted that all Staff and Governors were compliant with the Safeguarding Procedures within the School. There were no major concerns noted.

--

15. DRAFT ANNUAL GOVERNANCE STATEMENT

15.1 This item was deferred.

Agenda item

16. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION

16.1 It was noted that Juniper Education had updated the School's Website and some items had been uploaded. It would be necessary to add a Cookey Policy and this was clarified to Governors accordingly.

16.2 The GDPR Audit was conducted on the 1 July 2025 and everything was in order. A Report would be provided to the School in the Autumn Term 2025.

16.3 The SLA for the Finance Support provided to the School was shared with Governors and this was noted by Governors. This SLA would cost £11,497.50 plus VAT. This document was agreed and signed by the Chair accordingly.

17. ANNUAL REVIEW OF CHAIR AND INDIVIDUAL GOVERNOR CONTRIBUTIONS (NGA)

17.1 Governors agreed to peruse this item on the NGA Website.

18. POLICIES

18.1 **The following Policies were ratified by the Governing Body:**

- AI Policy for Schools (not required yet as the School does not use AI)
- SEND Policy
- SEND Information Report
- Child Friendly Safeguarding Policy
- Children and Health Needs that cannot Attend School
- Computing Policy
- Handwriting Policy
- Marking and Feedback Policy
- Maths Policy
- EAL Policy
- Educational Visits Policy
- RSE Policy
- Worship Policy
- Mental Health and Wellbeing Policy
- Complaints Procedure for managing serial and unreasonable complaints

19. SCHEDULE OF MEETING DATES FOR THE ACADEMIC YEAR 2025/2026

19.1 These dates were listed under Item 20.

20. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

20.1	Governing Body Meeting	7 October 2025	5pm	
20.2	Governing Body Meeting	2 December 2025	6pm	(Zoom)
20.3	Governing Body Meeting	27 January 2026	6pm	(Zoom)
20.4	Governing Body Meeting	17 March 2026	5pm	
20.5	Governing Body Meeting	12 May 2026	5pm	
20.6	Governing Body Meeting	7 July 2026	5pm	

--

21. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 21.1 In answer to a question relating to the recent heatwave the Headteacher stated that the classrooms do have mobile air-conditioned units and the pupils have access to water regularly. This item had been placed on the Finance and Site Risk Register.
- 21.2 Classrooms do have thermometers and should the heat become unbearable at any time; classes could be moved into the classrooms downstairs as they were cooler. Added to this, all classrooms have black-out blinds and do reflect the sun.
- 21.3 There was general discussion in relation to a suggestion for the School to have more trees planted. Concern was expressed due to the damage that trees can make especially to the playground and the drainage. There could be a problem with obtaining funding for this Project.
- 21.4 The suggestion for the School becoming involved in the BBC 500 Words Project was brought up. The School would have no objection to Pupils becoming involved in this Project.
- 21.5 Governors were invited to the Assembly on the last day of term – 23 July 2025.

Thanks were conveyed to all Staff for the great work and input during the last academic year.

The Chair thanked everyone for attending the Meeting.
The Meeting closed at 6.55pm

SIGNED: _____ (CHAIR)

DATE: _____

Chair's Initials:
